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CLASS 23
(FYI)

MEMORANDUM FOR: Deputy Director for Operations
Inspector General
General Counsel
Director of Communications
Director of Security
Director of Finance
Director of Data Processing
Chief, Procurement Management Staff, S&T
Chief, Planning, Management and Evaluation
Staff, NFAC

FROM: James H. McDonald
Director of Logistics

SUBJECT: Distribution of Central Intelligence Agency
Acquisition Handbook

(c/d document
necessary
copying)

1. The new Central Intelligence Agency Acquisition Handbook will be issued in the near future. The handbook will be of interest to all personnel involved in the acquisition process. In order to determine the number of handbooks to reproduce, we need to know how many will be needed for distribution within your component. The handbook will be a controlled document, and distribution for change pages will be based upon the addresses for the original distribution.

2. Please provide Chief, Procurement Management Staff, OL, 2G31 [redacted] with the number of handbooks required and the mailing address of the control distribution points throughout your component.

/s/ James H. McDonald

James H. McDonald

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